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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division  
THROUGH: Deputy Assistant Director for Operations *Jh2*

DATE: 24 November 1954

FROM : Chief, Contact Division

SUBJECT: Request for Change in Table of Organization of Contact Division

1. It is requested that Position No. K 217 be reclassified from Clerk-Stenographer, GS-4, to Clerk-Typist, GS-4.

25X1A9a 2. Mrs. [REDACTED], who occupies Position No. K 217, will perform clerical duties and operate the teletype. The term Clerk-Typist describes her duties accurately.

25X1A9a 3. If further information is desired, please contact Mrs. [REDACTED], Chief, Administrative Staff, OO/C, on extension 2271.

[REDACTED]  
E. M. ASHCRAFT

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